

THE GODDARD AMATEUR RADIO CLUB, INC. BYLAWS

Adopted and Amended May 18, 2005

1.0 Availability Of Constitution:

It shall be the duty of the Secretary to have and maintain a master copy of the current Constitution and Bylaws of the Goddard Amateur Radio Club, Inc. and make it available at every regular and special Club meeting. The Secretary shall cause all approved amendments, changes and additions to be recorded in the Master Copy. The Secretary shall permit the Master Copy to be consulted by members upon request. Each member who so requests shall be provided with his or her own personal copy of the current version of the Constitution and Bylaws. Amendments, changes and additions, as recorded in the Master Copy shall be made available to the membership by the Secretary.

2.0 Membership:

2.1 Applications For Membership:

Applications for membership shall be submitted at a regular meeting, in writing. Applications may be submitted by any member in good standing. A majority vote of a quorum present (as defined in the GARC Constitution, Article V) shall be required for approval of the application and acceptance into the Club. Every applicant, regardless of membership class, shall serve a probationary period of at least three months, dating from the submission of membership application. Upon successful completion of the probationary period, during which time the member must have remained in good standing, as defined in the GARC Constitution under Articles II and VI, the member may then be granted full rights and privileges as granted by his or her class of membership by a majority vote of a quorum present (as defined in the GARC Constitution, Article V). Each applicant must abide by the Constitution and Bylaws of the Club, as amended and he or she must state the intent to so abide.

2.2 Membership Classifications and Qualifications:

In recognition of the Club's unique public service and community outreach roles, and for the purpose of assuring a viable membership in order to

fulfill these roles, the Club has defined and established the following classes of membership:

1. Full Member (as defined in Par. 2.2.1)
2. Associate Member (as defined in Par 2.2.2)
3. Contributing Member (as defined in Par. 2.2.3)
4. Guests (as defined in Par. 2.2.4)
5. Charter Members (as defined in Par. 2.2.5)

2.2.1 Full Members:

All employees of Goddard Space Flight Center (GSFC), NASA Goddard Civil Servant (active or retired), and on-site, near-site, grant or affiliated contractors who are working on a valid, current NASA/GSFC contract within a 60 mile radius of the Center; and immediate family (household members) of the above employees, over the age of 18 years; and former NASA Goddard Civil Service employees and former on-site, near-site, grant or affiliated contractor employees who have maintained continuous membership, in good standing, since leaving the Center, and who continue to actively assist the Club in its public service and community outreach roles; and who have a valid, current FCC Amateur Radio Operator's License shall be eligible for Full, voting membership in the Club.

2.2.2 Associate Member:

Any FCC licensed Amateur Radio Operator, or any person who is studying and practicing to pass a license exam administered by an accredited V.E.C/Volunteer Examiner and who has applied for membership and who meets the following additional qualifications: Is a member of the family of a Full member, but is under 18 years of age; or is not eligible for Full membership, but continually and actively assists the Club in its public service and NASA outreach roles; and whose application is accepted by a member, or a duly authorized Membership Committee of the Club and approved by a majority vote of a quorum present (as defined in Article V of the Club Constitution) at a regular Club meeting shall be eligible for Associate membership in the Club. Associate members who do not possess a valid FCC Amateur Radio Operator's license at the time of application for membership must obtain a license within one year from the date of membership approval or become ineligible for renewal of club membership, until an FCC license is obtained. Such persons may reapply for membership immediately upon showing proof of obtaining a valid FCC license. Associate members have voting rights as defined in Section 2.3.2.2 of these Bylaws.

2.2.3 Contributing Member:

Contributing members are those persons who wish to support the Club by paying dues, by supporting Club activities and contributing to the newsletter and other Club publications, but who do not reside in the immediate area, or who cannot otherwise participate in Club membership. Contributing members have no voting rights in the Club. Contributing members may participate in Club activities on a basis that does not preempt the rights and privileges of Full or Associate members.

2.2.4 Guests:

Guests are those persons who do not satisfy GEWA or GARC requirements for membership, but who are invited observers or participants in Club activities, on a one-time, repeating, or continuing basis. Guests members may participate in Club activities on a basis which does not preempt the rights and privileges of Full or Associate members. Guest members have no voting rights in the Club.

2.2.5 Charter members:

Charter members are those founding members or Club members holding membership prior to January, 1969. Charter Membership may be granted upon written application.

2.3 Membership Restrictions, Rights, and Privileges:

2.3.1 Restrictions:

All Club activities are subject to the laws of the United States, regulations of the Federal Government, as applicable; the Federal Communications Commission regulations; regulations and policies of NASA, the Goddard Space Flight Center and the Goddard Employee Welfare Association (GEWA). Voting members must be at least 18 years of age. Other restrictions may apply, as defined by the Executive Board of the Goddard Amateur Radio Club (GARC), by the Station Trustee, or its membership.

No member may represent the Goddard Amateur Radio Club in any manner or to any other organization without prior approval of the Executive Board.

2.3.2 Rights And Privileges:

2.3.2.1 Full Members:

1. Right to seek and hold office in GARC;
2. Right to vote on all constitutional and election issues and all Club related business matters;
3. Right to serve on any elected and appointed committees and to serve in any duly appointed capacity and to participate in all Club activities;
4. Right to petition the Executive Board and the membership, in writing, for redress of grievances;
5. Privileges of access to Club facilities and the use and loan of Club property and equipment, subject to security and property restrictions;
6. Other rights and privileges as may be granted from time to time.

2.3.2.2 Associate Members:

1. Right to vote on general, fiscal (other than grant applications) and business matters of the Club, at regular membership meetings and at other special business meetings, except on constitutional matters and in Club elections;
2. Right to serve on standing and ad-hoc committees, excluding nominating and election committees, to serve in duly appointed capacities, except as prohibited by GEWA and Goddard Space Flight Center policy or by the constitution and Bylaws of the GARC;
3. Right to petition the Club Executive Board and the Membership, in writing, for redress of grievances.
4. Right to participate in all Club activities;
5. Privilege of access to Club facilities and equipment, for on-site use, subject to the following restrictions:
 - I. Possession of a valid Club membership card, valid FCC Amateur Radio Operator's License and valid drivers license or picture ID in his or her possession when using the Club facilities or when participating in Public Service activities (such as Space Shuttle Retransmissions or amateur radio instruction classes);
 - II. Accompanying Full member of the Club is in attendance (if member is under 18 years of age);
 - III. Has followed GSFC security access procedures and Club access procedures.

2.3.2.3 Contributing Member

Contributing Members will be treated as Guests when visiting or requesting to visit Club facilities. Contributing members will be

included on the Club's mailing list, as long as payment of dues is current. Contributing Members have no voting rights in the Club.

2.3.2.4 Guests:

Guests have no voting or membership rights and privileges in the Club.

2.3.2.5 Charter Members:

Charter Members shall have the same rights and privileges as Full Members.

3. Term And Transition Of Officers:

Newly elected officers shall assume office upon adjournment of the membership meeting at which the election was held. The period between the election and the next regular membership meeting shall be a transition period for newly elected officers.

4. Meetings:

Regular meetings shall normally be held on the third Wednesday of each month at such place and time as the President shall order. Special meetings may be called by the President, or as a result of a majority vote at a regular meeting, or at the written request of five Club members. Notices shall be sent to members concerning special meetings and the business to be transacted. Such notices shall be sent so that they will arrive at least 24 hours prior to the time of meeting.

5. Voting:

Voting at regular and special meetings shall be in accordance with *Robert's Rules of Order, Newly Revised*. Absentee ballots and ballots by electronic means shall be permitted and count toward the determination of a quorum for the purposes of election of officers and for the amendment of the constitution and bylaws. A quorum of members present is required to conduct normal Club business at a duly authorized meeting.

Absentee ballots and ballots by electronic means must be requested in advance of the election meeting. Absentee ballots and ballots by electronic means must be returned to or coordinated with the Club Treasurer prior to the commencement of the election meeting. The Club Treasurer shall certify all absentee and electronic ballots. The certified absentee ballots shall be opened and tallied at the election meeting by the Treasurer or by a duly authorized

Nominations and Elections Committee. Certification shall require both timely receipt of the ballot and membership in good standing.

Proxy ballots shall not be used for any purpose in the conduct of Club business.

6. Dues:

A regular annual assessment (dues) as determined by the Executive Board, will be paid in accordance with the provisions of Article VI of the Constitution for the purpose of providing funds for current expenses. Dues are non-refundable.

7. Committees:

Under provisions of the Constitution of the Club, three types of committees are defined:

7.1 Constitutionally Authorized Committees:

Executive Committee (elected officers and past president)

Executive Board (Executive Committee, plus the four elected Directors of the Club and the Station Trustee).

Board of Directors (four elected Directors of the Club).

7.2 Standing Committees:

Standing committees may be established or abolished by a majority vote of the Club membership, comprising a quorum (as defined in Article V) at a regular Club meeting or a special meeting called for that purpose; or by a majority vote of the Executive Board. All funding requirements to support Standing committee activity shall be submitted and approved in the annual Club budget.

7.3 Ad-Hoc Committees:

Ad-hoc committees may be established by Presidential appointment or by a vote of the majority of a quorum (as defined in Article V) at a Club meeting. Ad-hoc committees may be abolished by a majority vote of a quorum (as defined in Article V) at a Club meeting or by expiration of their charter, or at the next election of Club Officers, whichever is later. All committees shall be organized and shall conduct any meetings in accordance with *Robert's Rules of Order, Newly Revised*.

7.4 Committee Meeting Attendance:

All Committee meetings are normally open to all Club members. The only exceptions are declared executive sessions of Constitutionally Authorized Committees.

8. Budget And Activities:

The Executive Board shall propose an annual budget and Club activities program for the membership's approval at the second general meeting following the election of officers. Major purchase items shall be included in the Club annual budget. Major purchase items are defined as those items that cost more than one hundred dollars (\$100.00).

9. Use Of Club Property:

The Executive Board shall determine the use of and modifications to Club property. That equipment which would be used for emergency communications or shuttle retransmissions shall not be modified nor loaned without authorization of the Executive Board and the Property Administrator.

10. Affiliations:

10.1 ARRL:

The Club affiliation with the American Radio Relay League (ARRL) shall be subject to eligibility and to approval by the membership.

10.2 FAR:

The Club shall continue its affiliation with the Foundation For Amateur Radio (FAR) until discontinued by a majority vote of the membership, by mail ballot.

10.3 AMSAT:

The Club shall maintain its membership in the Radio Amateur Satellite Corporation (AMSAT) until discontinued by a majority vote of the membership, by mail ballot.

10.4 T-MARC:

The Club shall maintain its membership in the Mid-Atlantic Repeater Council (T-MARC).

10.5 Other Affiliations:

Other affiliations are prohibited, unless specifically approved by the Club Executive Board and a majority vote of the membership by ballot.

11. Controlling Documents:

1. NASA Management Instruction (NMI) 9050.6
2. Goddard Management Instruction (GMI) 9050.2
3. GSFC Policy (as established by the Center Director or the GEWA Council)
4. GEWA Constitution & Bylaws
5. Club Constitution & Bylaws
6. Club Articles of Incorporation
7. Club liability insurance policy/coverage riders
8. Robert's Rules Of Order, Newly Revised, ninth Ed., or later.
9. Standing Orders of the Club
10. Maryland State statutes governing corporations
11. Part 97, FCC Rules & Regulations
12. GSFC Property Pass or Property Loan Form

12. Rules:

12.1 Robert's Rules of Order:

Robert's Rules of Order, newly revised shall govern all Club meetings and proceedings. Editions earlier than the Ninth Edition shall not be used.

Last Update 18 May, 2005